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11 June 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Office of Personnel Report -- Week  
Ending 11 June 1976

25X1A

1. Hispanic Recruitment: Recruiter [ ] met recently with the Director of the Spanish Educational Center, along with Mr. [ ] Hispanic Coordinator. As a follow-up to that meeting, arrangements were made to see officials of the Spanish Catholic Center on 9 June to explore clerical recruitment possibilities at the Center. The Spanish Catholic Center is located on Columbia Road in the Mt. Pleasant area in the heart of the Spanish community. Students are taught clerical and typing skills and steps are taken to improve their English grammar. This is part of a continuing effort to intensify our Hispanic lead source contacts.

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2. Agency Image: Recruiter [ ] reports that the Daily Princetonian of Princeton University carried an article in its 21 May edition on CIA recruiting on that campus. The article quoted Mr. [ ] Director of Career Services, and a former Lt. Colonel with OSS, as stating that despite recent disclosures of illegal CIA actions in domestic areas, he did not feel uncomfortable in representing the CIA to Princeton students. The article reflected on the fact that many prominent officials of the Agency have been Princeton graduates, including the Agency's first Director, Allen Dulles, former Director, Mr. William E. Colby, and the present Director of Personnel, F. W. M. Janney. Mr. [ ] has since reported to Mr. [ ] that reaction to the article has been entirely favorable.

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3. Personnel Officers' Conference: The Personnel Officers' Conference at [ ] was concluded yesterday afternoon. In addition to exceptionally fine speakers, conference reports pointed up areas of concern to our personnel officers.

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5. Hire the Handicapped: Chief, Professional Placement Branch, accompanied Ms. [ ] of the DDA/ISAS/Micrographics Branch on a visit to the FBI to view their Word Processing Center. The Center is of interest to Ms. [ ] because of her involvement with that activity in the Agency and of interest to us because of the FBI's use of blind persons in the Center. The visit was most informative and useful.

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6. Retiree Placement: We received a call of thanks from Mr. Harold Nelson of the American University for having referred two well qualified applicants for job openings. Mr. Nelson is the Assistant Director of Foreign Area Studies. He hired these two former Agency employees (retirees), referred by External Employee Assistance Branch, to work on preparing brochures on various foreign geographical areas.

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8. UBLIC: On 28 January, Employee Bulletin No. [ ] announced several changes in the UBLIC Life Insurance Plan, one of which was the increase in premium for those in the 50-59 age bracket. That premium increase (from \$.52 to \$.65 per \$1,000 per month) will be reflected in the employees' biweekly pay checks for the period 6-19 June. For CIARDS annuitants, this increase will be reflected in the July annuity check. On 7 June the Insurance Branch forwarded approximately 2000 forms to the Office of Finance requesting that these increased deductions be made.

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9. Blood Donors: A request has been made of blood donor chairpersons to make a special effort to encourage participation in the next Blood Donor Day. In response to a request from a [ ] Building representative, we are exploring the possibility of having the Blood Mobile visit that location once a month and thereby avoid the necessity of donors coming to Headquarters.

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10. Rehired Annuitants: The following rehired annuitant cases were approved for the Directorate of Administration:

[ ]

11. Summer Only Program: As of yesterday, 180 Summer Only Employees had entered on duty.

12. Employee Activity Association:

a. We are ahead in store sales for the first five months of this year as compared with total sales during the first five months of last year.

b. EAA's Tennis League has increased its membership 30 percent over last year. Total participants this year are 106 compared to 75 last year.

Coming Event:

1. We plan to complete PDP drafts for [ ] review.

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[ ]

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